

SEVERE ALLERGIES

Background

HPSD recognizes the dangers faced by students and staff with severe reactions to certain allergens. While HPSP cannot guarantee an allergen-free environment, HPSP will take reasonable steps to ensure a safe environment for students and staff with life-threatening allergies further to the goal of maintaining an appropriate learning environment.

This administrative procedure defines standards and procedures required for the management of students and staff at risk of severe allergic reactions while they are the responsibility of the school system. It is recognized that this is a shared responsibility amongst the individual, parents, the school system and health care providers.

Definition

Severe Allergy - a severe allergic reaction or anaphylactic response to an allergen, if left untreated, can lead to sudden death.

Procedures

1. Responsibility of Parents

- 1.1. Parents of students with severe allergies must:
 - 1.1.1. advise the principal and home-room teacher about the student's severe allergy when the allergy is diagnosed, at the beginning of each school year, or when the student changes schools;
 - 1.1.2. provide and keep emergency information current;
 - 1.1.3. assist the principal by asking the student's medical doctor to complete the Severe Allergy Alert Form when the student is first registered or re-registered with HPSP, or when the student's severe allergy changes;
 - 1.1.4. provide the principal with a recent photograph of the student;
 - 1.1.5. provide the student with a Medic Alert bracelet or other suitable identification;
 - 1.1.6. provide the student with a case containing at least one unexpired injector or other medication as prescribed by a physician and ensure that the student has the injector or medication readily available, while the student is at school, on off-campus programs, off-site activities or at other school events;
 - 1.1.7. check expiry dates of medication and injectors and replace them as necessary;
 - 1.1.8. in the case of food allergies, provide appropriate snacks and lunches for the student;
 - 1.1.9. assist the principal by supporting the provision of educational information about severe allergies to other parents and the school community, and;
 - 1.1.10. advise the school bus driver of the student's severe allergies.

2. Responsibility of Individual with Severe Allergies

- 2.1. Individuals with severe allergies must:
 - 2.1.1. learn to recognize symptoms of a severe allergic reaction;
 - 2.1.2. promptly inform an adult as soon as accidental ingestion or exposure to an allergen occurs or symptoms of a severe allergic reaction appear;
 - 2.1.3. inform the principal or the supervisor of the need to keep an injector or medication handy at all times;
 - 2.1.4. when age appropriate, know how to use an injector or take medication;
- 2.2. If an individual has a severe food allergy
 - 2.2.1. eat only foods brought from home unless authorized by the parents in writing;
 - 2.2.2. wash their hands before eating.
- 2.3. If the individual has a non-ingestible, inhaled or contact severe allergy:
 - 2.3.1. Work with principal or supervisor to ensure appropriate measures are taken.

3. Responsibility of the Principal or Supervisor

The principal/supervisor is responsible for planning the coordination and management of individuals who have life-threatening allergies.

- 3.1. The principal/supervisor shall:
 - 3.1.1. advise the individual and parents of students with severe allergies of this Administrative Procedure and provide them with a copy;
 - 3.1.2. encourage the involvement of parents of students with severe allergies in all phases of planning;
 - 3.1.3. consult with and advise the individual and parents of student with severe allergies, the school council, and the school community of any procedures regarding severe allergies;
 - 3.1.4. request that the individual and parents of students provide authorization to administer medication;
 - 3.1.5. immediately advise all staff members of individuals who have potentially life threatening allergies;
 - 3.1.6. request the consent of the parent to post the student's picture and display the emergency care plan.
- 3.2. The principal may designate a contained eating area, which is a secure environment free from the allergen.
 - 3.2.1. Consideration must take into account the impact on individuals with airborne or contact allergies, which may result in prohibiting the food, containing the allergen, from the school.
- 3.3. The principal/supervisor shall ensure that an emergency plan:
 - 3.3.1. is developed for each individual with severe allergies in cooperation with the person or parents of the student, and where deemed necessary, the individual's physician and/or the public health nurse; and
 - 3.3.2. is kept in a readily accessible location at the school and includes emergency contact information.
- 3.4. Photographs of students with severe allergies
 - 3.4.1. With the consent of the parent or guardian, the principal shall post a photograph of the student with severe allergies with a description of the allergy and the student's emergency response protocol in a central, but not a public, location at the school.
4. **Record-keeping**
 - 4.1. Information about each student who has an anaphylactic allergy shall be maintained within the student record and shall include:
 - 4.1.1. current treatment;
 - 4.1.2. copies of any prescriptions;
 - 4.1.3. instructions from any health care provider; and
 - 4.1.4. emergency contract list.
5. **Educating all Members of the Site or School Community**
 - 5.1. The principal/supervisor shall ensure:
 - 5.1.1. that all staff and lunch program supervisors receive training annually, or more frequently if required, in the recognition of a severe allergic reaction and the use of injectors and the emergency response protocol;
 - 5.1.2. that all members of the site or school community (such as substitute teachers, practicum students, volunteers, bus drivers and HPSP staff attending the site) have appropriate information about severe allergies including background information on allergies, anaphylaxis and safety procedures;
 - 5.1.3. that all off-site activity service providers are notified of the individual's severe allergy, if necessary.
 - 5.2. With the consent of the parent, the principal and the classroom teacher shall ensure that:
 - 5.2.1. the student's classmates are provided with information on severe allergies in a manner that is appropriate for the age and maturity level of the students; and
 - 5.2.2. strategies to reduce teasing and bullying are incorporated in this information.
6. **Responsibility of Teachers**
 - 6.1. The teacher of a student with severe allergies shall:
 - 6.1.1. refrain from using food as a reward;
 - 6.1.2. discuss anaphylaxis with the class, in age-appropriate terms;

- 6.1.3. avoid allergenic foods and substances for classroom events;
- 6.1.4. facilitate communication with other parents;
- 6.1.5. leave information about students with severe allergies in an organized, prominent and accessible format for substitute teachers;
- 6.1.6. discuss anaphylaxis in appropriate terms with student teachers, guest speakers and volunteers who are in the classroom, and explain the school rules and the school's emergency response protocol;
- 6.1.7. ensure that the emergency response protocol and appropriate medication is taken on off-site activities; and
- 6.1.8. ensure that appropriate and knowledgeable adults accompany off-site activities.

7. Responsibilities of Lunchroom Supervisors

- 7.1. The lunch program supervisor of a student with severe allergies shall:
 - 7.1.1. know the school's emergency response protocol;
 - 7.1.2. encourage students not to share or trade food;
 - 7.1.3. encourage the student with severe allergies to eat only what they bring from home;
 - 7.1.4. reinforce hand-washing before and after eating;
 - 7.1.5. follow school policies for reducing risk in classrooms and common areas; and
 - 7.1.6. encourage an empathetic understanding of severe allergies and the seriousness of the consequences.

8. Emergency Response Protocol

- 8.1. The principal or supervisor shall ensure that:
 - 8.1.1. a school or site severe allergy emergency response protocol is developed that includes:
 - 8.1.1.1. provision for the maintenance, collection and storage of injectors and medication;
 - 8.1.1.2. education of all parties;
 - 8.1.1.3. procedures to be followed;
 - 8.1.1.4. location of the medication;
 - 8.1.1.5. photographs of students; and
 - 8.1.1.6. off-campus, off-site, and lunch program procedures;
 - 8.1.2. a minimum of one epinephrine auto-injector is maintained, as supplied by HPSD, for emergency use;
 - 8.1.3. the HPSD Safety Officer is informed when the epinephrine auto-injector is used so a replacement can be secured;
 - 8.1.4. any injectors provided by parents which are not approved to be in the student's possession are stored in a covered, secure and accessible location at the school, in accordance with Administrative Procedure 314; and
 - 8.1.5. all staff are aware of the location of the injectors and medication.
- 8.2. The principal or supervisor shall ensure that an individual's emergency response protocol:
 - 8.2.1. is developed for each individual with a severe allergy in cooperation with the individual or parents of the student, and where deemed necessary, the individual's physician and/or the public health nurse;
 - 8.2.2. includes emergency contact information and procedures; and
 - 8.2.3. is kept in a readily accessible location at the site.

HPSD Forms

[Administrative Form 195A \(Severe Allergies Resource Package - Severe Allergy Alert Form\)](#)
[Administrative Form 195B \(Severe Allergies Resource Package - Severe Allergy Alert Form\)](#)

References

Education Act, Sections 11, 32, 33, 56
Protection of Students with Life-Threatening Allergies Act
Occupational Health and Safety Act

Cross References

[*Administrative Procedure 175 – Health and Safety*](#)

[*Administrative Procedure 178 – Emergency Response Plan*](#)

[*Administrative Procedure 314 – Administering Medicine to Students*](#)

[*Administrative Procedure 315 – Emergency Medical Treatment*](#)

[*Administrative Procedure 340 – Code of Conduct*](#)